



# COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

## FOREIGN LANGUAGE INTERPRETER I

Job Number: 20001084

Job Code: 51600V000101

Job Group: 5100 - ALLIED EDUCATION

Job Established: 07/16/2005

Job Revised: 02/24/2006

Grade: 14 Salary (MIN - MID):

\$18,075-\$23,944 - Hourly

\$2,937.20-\$3,890.90 - 37.5 Hr. Monthly Salary

\$3,133.00-\$4,150.30 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

### PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

**CHARACTERISTICS OF THE JOB:** *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Performs interpreting and translation services in a foreign language in a variety of settings; and performs other duties as required.

### MINIMUM REQUIREMENTS:

#### **EDUCATION:**

Graduate of a college or university with a bachelor's degree.

#### **EXPERIENCE:**

Must have one year of experience in a job where duties included providing oral interpretation and written translation services in a foreign language.

#### **Substitute EDUCATION for EXPERIENCE:**

NONE

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NONE

#### **SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):**

NONE

**EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION:** *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Provides oral interpretation and written translation services in the specified foreign language for Cabinet for Health and Family Services agencies, contractors and recipients. Assists in the collection and analysis of program data. Assists in the review of records and reports submitted by program recipients or agency staff for compliance with policy standards. Assists in the recruitment, assessment and qualification of community interpreters and translators. Assists in conducting outreach efforts to increase awareness of program resources, policies and procedures and issues related to serving clients with Limited English Proficiency. Assists in developing, conducting and implementing special workshops, in-service trainings and related projects. Responds to programmatic inquiries and communicates program procedures and policies to cabinet agencies, contractors, recipients and other interested parties as appropriate. Attends professional meetings, civic meetings or other meetings to gather or distribute program or technical information. \*\*Applicants interested in this class will be required to take a language proficiency assessment administered by the Cabinet for Health and Family Services and be deemed qualified according to guidelines established by the Cabinet for Health and Family Services. For additional information on this assessment tool contact the Cabinet for Health and Family Services, Language Access Section at 502-564-7770.

**UNIQUE PHYSICAL REQUIREMENTS:**

**TYPICAL WORKING CONDITIONS:** *Incumbents in the job will typically perform their job duties under these conditions.*

Work is primarily performed in an office setting.

**ADDITIONAL REQUIREMENTS:**

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

*THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.*